



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: PD-5

January 13, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ALTADENA, ET AL., TRANSIT NEEDS STUDY
AWARD CONSULTANT SERVICES AGREEMENT
UNINCORPORATED COMMUNITIES OF ALTADENA, EAST SAN GABRIEL,
EAST PASADENA, KINNELOA, LA CRESCENTA, MONROVIA-ARCADIA-DUARTE
ISLANDS, MONTROSE, NORTH EAST SAN GABRIEL, ROYAL OAKS,
SAN PASQUAL, AND WEST ARCADIA
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

SUBJECT

This action is to award and authorize the Director of Public Works or her designee to enter into an agreement with IBI Group to perform the Altadena, et al., Transit Needs Study in unincorporated areas of the Fifth Supervisorial District.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that this Transit Needs Study is statutorily exempt from the provisions of the California Environmental Quality Act.
2. Award and authorize the Director of Public Works or her designee to enter into an agreement with IBI Group to perform the Altadena, et al., Transit Needs Study, including negotiating and executing any amendments necessary to complete the study, for a not-to-exceed fee of \$100,000, plus an additional 25 percent for any required additional work that is within the scope of this agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to authorize the Director of Public Works or her designee to enter into an agreement with IBI Group to perform the Altadena, et al., Transit Needs Study (Study). The Study will evaluate the transit needs of the communities and recommend route or service changes to existing transit services or recommend new transit services altogether.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Service Excellence (Goal 1) and Community Services (Goal 6). The Study will identify unmet transit needs and recommend improvements to existing transit services for residents of various unincorporated communities in the Fifth Supervisorial District, improving the quality of life for these communities.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The fee to perform the Study is not to exceed \$100,000, plus an additional 25 percent for any required additional work that is within the scope of the agreement. Funds for this Study are available in the Fifth Supervisorial District's Proposition A Local Return Transit Program, included in the Fiscal Year 2008-09 Transit Enterprise Fund Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This study is part of our on-going program that evaluates the transit needs of unincorporated communities.

IBI Group shall conduct the Study in accordance with the attached Altadena, et al., Transit Needs Study Summary of Project Approach for the unincorporated communities of Altadena, East San Gabriel, East Pasadena, Kinneloa, La Crescenta, Monrovia-Arcadia-Duarte Islands, Montrose, North East San Gabriel, Royal Oaks, San Pasqual, and West Arcadia to identify unmet transit needs, gaps, and deficiencies in the existing transit network. Public outreach will include planning sessions with local stakeholders, community surveys, and community/focus group meetings. The Study results may recommend new community transit services, enhancements to existing public transit services, or may conclude that the existing public transit services are adequate.

The agreement will include provisions requiring the contractor to comply with the terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination or renegotiation.

The agreement will include provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

A standard consultant services agreement, previously approved as to form by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

The study will take approximately ten months to complete, upon execution of the agreement with IBI Group.

ENVIRONMENTAL DOCUMENTATION

Execution of the agreement is statutorily exempt from the provisions of the California Environmental Quality Act Guidelines pursuant to Section 15262 of the Guidelines and Section 307.B.(7) of the Environmental Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. This exemption provides for feasibility or planning studies for possible future actions which have not been approved, adopted, or funded.

CONTRACTING PROCESS

On July 29, 2008, the Department of Public Works (Public Works) issued a Request for Proposals (RFP) to 53 contractors to conduct this Study. A pre-proposal conference was held with nine firms in attendance on August 12, 2008. IBI Group was one of two respondents to the RFP. An evaluation committee, comprised of staff from Public Works, evaluated the proposals and determined that IBI Group is the most qualified to provide the required services. The committee's evaluation was based on the consultant's technical expertise, qualifications, experience, and work plan. The evaluation was completed without regard to race, creed, color, or gender.

As requested by your Board on February 3, 1998, this contract opportunity was listed on the County's Doing Business with Us website at: http://lacounty.info/doing_business/main_db.htm.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' CBE Outreach Program and the requirement that consultants demonstrate their good faith efforts to utilize CBEs. IBI Group is aware of Public Works' CBE Outreach Program, and its proposed CBE participation is on file with Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

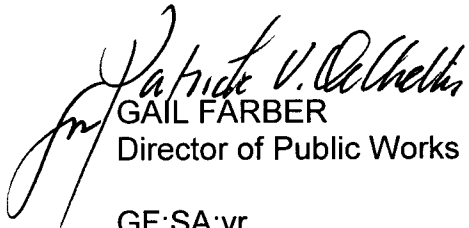
The Study will evaluate the existing transit services and recommend improvements and/or enhancements to ensure that the unmet transit needs of the communities are being met.

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CONCLUSION

Please return two adopted copies of this letter to Public Works, Programs Development Division.

Respectfully submitted,



GAIL FARBER
Director of Public Works

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Attachment

c: Chief Executive Office (Lari Sheehan)
County Counsel

Altadena, Et Al., Transit Needs Study Summary of Project Approach

Task 1: Kick-Off Meeting

The project will be initiated with an on-site visit and kick-off meeting. The Project Manager will work with Los Angeles County, Department of Public Works representatives to refine the project schedule and budget. During the initial kick-off meeting the IBI Group consultant team will provide an introduction to the telephone survey process, a discussion of draft survey questions previously utilized in prior survey(s) and a discussion of telephone survey objectives.

Task 2: Review of Relevant Reports, Studies, and Existing Services

For Task 2 the consultant team will review existing studies, and current/planned services. We will profile key operating characteristics including routing, frequencies, schedules/span of service, periods of peak demand, level of productivity/performance, fare policies, boardings/alightings, etc. The IBI Group consultant team will also examine the existing contracted dial-a-ride services for effectiveness.

Reviews will be conducted for comparative or benchmarking purposes. This will specifically include identifying elements of best practice examples that may be applicable to the Altadena operating environment. The emphasis will be on service levels relative to density and population size, organizational structures, service standards and delivery frameworks.

Task 3: Identify Markets

In Task 3, IBI Group will prepare a community profile, including a demographic overview, population projections, land uses and density, existing transit and transportation services, and key trip origins and destinations. Residential concentrations will be identified and mapped. We will be particularly interested in concentrations of seniors and students as possible anchors for senior and student-oriented transportation services. The objective of this task is to provide a technical review of the strengths and weaknesses of the existing network, where resources are well utilized or underutilized, and where potential markets appear untapped.

Task 4: Information Gathering through Surveys

This task includes the design and administration of a random household telephone survey. The IBI Group team proposes to complete 300 surveys (achieving approximate margin of error +/-6.0 @ 95% confidence overall). The IBI Group team will work with Los Angeles County Department of Public Works representatives to prepare the survey instrument to facilitate computerization and capitalize upon the key elements and findings from past survey(s). The IBI Group team will analyze the data compiled during the telephone survey. Initial analysis of the data will be completed within 15 working days of survey interview completion. Analysis will continue throughout report preparation as additional issues arise from the reporting process itself or from questions/requests from the study areas.

Task 5: Transit Demand and Alternative Analysis

Based on the findings of previous tasks, the consultant team will develop an initial set of service strategies to review with DPW staff. The objective of Task 5 is to develop a set of practical and implementable service alternatives for the near term (five-year horizon) as well as a more strategic long range timeframe. Service strategies should, at a minimum, meet priority mobility needs while being efficient, cost effective and sustainable.

Task 6: Present Draft Alternatives to Focus Groups

Task 6 proposes three planning focus groups workshops. The first two focus group workshops will concentrate on the review of potential service strategies by community members. One workshop will be scheduled during the evening and the other during the day time, in different parts of the study area. Additionally the consultant team will schedule a focus group planning workshop directed to business associations and chambers of commerce. This study needs to understand whether there is a role for transit services in meeting the needs of low-income employees and the businesses that rely on them.

Task 7: Transit Fleet Environmental Justice Review

Based on current environmental justice assessment practice, the IBI Group consultant team will prepare a matrix of environmental justice criteria, and measures. Existing transit services contracted by DPW will be assessed based on criteria such as: service levels, accessibility, costs, benefits, local air quality effects, and noise disturbance. Based on the assessment, the consultant team will provide recommendations to address any deficiencies to ensure an equitable allocation of transportation/mobility resources.

Task 8: Prepare Draft Final Report and Peer Review

The Draft Final Report will include the following critical elements from the series of Task deliverables: an executive summary, a summary of the outreach process; all overview maps; a summary of the community and existing transit service profiles; key findings from the benchmarking review; the results of the Planning Workshops; descriptions of the short listed alternatives; and recommendations on the transit alternatives developed for the study areas. This task will include a presentation to DPW officials.

Task 9: Prepare and Submit Final Altadena, et al., Transit Needs Study Report

A Final Altadena, et al., Transit Needs Study Report will be prepared from the feedback received from the review of the Draft Final Report. The IBI Group Consultant team will present the results contained in the final report to DPW officials at the conclusion of the project.

Figure 1: Project Schedule

